



INDIANA
WORKFORCE
DEVELOPMENT

TO: All DWD Employees

FROM: Monty W. Combs
Deputy Commissioner/Controller *mtc*

DATE: May 10, 2005

SUBJECT: DWD Policy 2004-38
Policy for Personal Long Distance Telephone Calls and Use of Cellular
Telephones

Purpose: To remind DWD staff of the policy for making personal long distance telephone calls and appropriate use of DWD cellular telephones.

Rescission: DWD Communication #2002-18

Content: Personal long distance calls must not be charged to DWD or placed over the State telephone network. Such calls should be charged to your home phone, personal calling card, or placed collect. If you are calling within the SBC calling area, dial 8 + 0 + the area code and phone number and follow the system prompts. For any other vendor, dial their 800-access number and follow the system prompts. Following are a few 800-access numbers: AT&T: 1-800-225-5288; MCI: 1-800-888-8000; and Sprint: 1-800-877-8000.

DWD issued cellular telephones are to be used for state business only.

There may be rare occasions when a personal emergency may arise and state resources must be used. These situations would offer an exception to the policy against use of the state telephone network or DWD issued cellular telephones. In these cases, the employee must reimburse costs incurred through DWD Accounts Payable Section.

Effective Date: May 2, 2005

Action: All staff is to follow the above policies regarding personal telephone calls and use of cellular telephones. Staff should be aware that abuse of this policy could result in progressive discipline.

Review Date: March 1, 2007

Ending Date: May 1, 2007

Ownership: Management Services